

GIS / CAD OFFICE

DOCUMENT SUBMITTAL REQUIREMENTS

<https://www.colorado.edu/fm/departments/planning-design-construction/cad-document-management>

The best way to understand our submittal requirements through the life cycle of a project is to see them on a timeline:

**Review Phases:**

Drawings and Specifications reviewed for conformity with Drawing Requirements (see below); Room numbers will be reviewed to ensure compliance with PANS (Property Asset Numbering System); available at GIS/CAD Office Website).

**Documents for Construction:**

We must be provided with a Revit model file or .dwg files of each floor plan, and site plan (if applicable).

**Close-Out:**

We require the submission of Record (As-Built) documents. Payment will be withheld from consultants until we approve all documents.

DRAWING REQUIREMENTS (ALL PHASES):

- CU Project number (all sheets)
- Date and Submittal Phase (all sheets)
- Sheet Number/Description (all sheets)
- If a building project, CU standard Building Name and Building Number (all sheets)
- Sheet Index

Review Submissions (Concept/Schematic/Design Development/Construction Drawing):

All submissions to conform to above-stated drawing requirements. Additionally, beginning at SD phase the architect should have developed room numbers using the PANS document as a resource (available from the GIS/CAD Office website) and room numbers must be included in design drawings for review.

Documents for Construction: At this phase we require the architectural Revit model or floor plans (in .dwg file format) to be submitted, as well as the Site Plan with building footprint (if applicable, in .dwg file format).

Close-Out Requirements (As-Built/Record Drawings): The close out package must contain the following:

- Close-Out Checklist (provided by Project Delivery Team) including the CU project number and consultant contact information).
- Any Model files (all consultants, in Autodesk format).
- Sheet List - A list of all sheets *used* for construction (including shop drawings) listed by discipline including the sheet number and description.
- Complete set of contractor redline drawings in .pdf or hard copy format.
- Individual files for all sheets in project including shop drawings. All sheets to meet above-mentioned requirements and must include the words "Record Document" or "As-Built".
 - Project alternates must be labelled as "Built" or "Not-Built" on drawings or wherever there is a reference to the alternate.
 - Drawing sheets shall be submitted as PDF and DWG and shall be individual files with the sheet number as the filename (e.g., A100.PDF and A100.DWG).
 - DWG files:
 - Dwg's shall be individual files that do NOT depend on any other files - external references, attached images, etc. must be bound or pasted into the .dwg file.
 - Each file shall have only one layout corresponding to that sheet and filename.
- Specifications - Project specifications shall be in a PDF file in OCR searchable format. CU project number and "Record or As-Built" to be included on each page.

Additional requirements for site and utility drawings:

- Site Development Drawings shall be set up using CO-HARN or HARN/CO.CO-NF coordinates. All site surveys must be tied to a control network provided by the CAD Office. If a scale factor has been applied to the drawings, they must be either scaled back or the scale factor indicated on the drawings.